

MERIT PROMOTION ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE
OFFICE OF THE ADJUTANT GENERAL
NORTH CAROLINA NATIONAL GUARD
HUMAN RESOURCES OFFICE
4105 REEDY CREEK ROAD
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 06-135

OPENING DATE: 12 May 2006

CLOSING DATE: 12 June 2006

ANTICIPATED FILL DATE: 23 Jul 06

POSITION TITLE AND NUMBER

Logistics Management Specialist
PDCN 7062000 MD # 2741-03L

UNIT/ACTIVITY AND DUTY LOCATION

HQ, 105th Engr Bn
NCARNG, Raeford, North Carolina

GRADE AND SALARY (Includes Locality Pay of 15.57%)

GS-0346-09 \$44,119.00 - \$57,360.00 per annum

EMPLOYMENT STATUS

Excepted Service

WHO CAN APPLY: The area of consideration for this announcement is the STATEWIDE. Applications will only be accepted from current Excepted employees of the North Carolina National Guard, current military members of the North Carolina National Guard and individuals who are eligible and willing to enlist in the North Carolina Army National Guard.

HOW TO APPLY: Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is REQUIRED that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: JFHQ-NC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date. NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172/6431. Faxed or E-mailed copies will not be accepted.

QUALIFICATIONS REQUIREMENTS: Must have 24 months specialized experience which demonstrates that the applicant has acquired the below listed KSA's. Education may be substituted for experience when applicable and the appropriate transcripts are submitted with application.

KNOWLEDGE, SKILLS ABILITIES (KSA's)

Below are listed the KSA's for this position. Applicants MUST address each KSA individually in paragraph format by explaining any civilian and military work experience (*with inclusive dates that reflect 24 months of specialized experience*) that provided that KSA. It is REQUIRED that this statement be attached to the application. Failure to include KSA's with inclusive dates will result in the applicant not being considered for this position. For more information or assistance, call 1-800-621-4136 ext. 6172/6431.

1. Knowledge of logistics and maintenance requirements sufficient to function as the primary advisor for the establishment of command logistics policies.
2. Knowledge of property accountability requirements sufficient to function as the technical authority for the establishment and maintenance of property accountability records of all non-expendable items within the organization.
3. Knowledge of the operational aspects of equipment authorized for the organization and authorized substitutes sufficient to advise senior leadership on the mission degradation resulting from the limited availability of authorized equipment.
4. Knowledge of requirements as defined by the authorized or pending Modified Table of Organization and Equipment (MTOE) sufficient to analyze equipment authorizations to insure the compatibility of authorized levels of specific items to the requirements of the specific item in accordance with basis of issue plans.
5. Knowledge of required logistical actions sufficient to develop and maintain plans for full or partial deployment and redeployment.
6. Knowledge of budgetary procedures and limitations sufficient to advise senior leadership on prioritization, develop an obligation and execution plan, and to monitor requisitions and ensure availability of funds in accordance with command priorities.
7. Knowledge of logistics accountability sufficient to monitor review and/or inspect logistical requests, receipts, and pending transactions in accordance with command supply and maintenance discipline programs.
8. Knowledge of one or more automated supply databases to retrieve, review, and analyze logistical data on an adhoc basis or through recurring and specialized reports.
9. Knowledge of logistical readiness factors and the effects that equipment availability, serviceability, and compatibility have on the overall logistics readiness of the organization.
10. Knowledge of supply regulations and directives sufficient to establish organizational logistics management policies and procedures.
11. Knowledge of logistical administration sufficient to establish correspondence and filing procedures.
12. Knowledge of logistical requirements sufficient to plan support for organizational training, deployment, physical security, and strength maintenance activities and requirements.

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13. Knowledge of human resource management procedure sufficient to function as the administrative supervisor for active guard and reserve and or military technicians.

MILITARY ASSIGNMENT: Assignment to a compatible Warrant Officer or Enlisted position in the unit is mandatory. (WO: 64, 920A/B, 915A/E, Enl: CMF 92A/Y/Z)

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statement.

CONDITIONS OF EMPLOYMENT: 1. Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG). NCARNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application. The recommended applicant will not be approved for appointment until they occupy a compatible MOS in the NCARNG shown under Military Assignment on the reverse side of this announcement. 2. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program.

PRINCIPLE DUTIES AND RESPONSIBILITIES: Develops, implements and evaluates the logistics and property accountability policies for the organization. Is the primary advisor for the command in the area of logistics and property book operations. Oversees and reviews unit level feeder reports. Analyzes and/or prepares the logistics and equipment readiness areas of the organizational readiness report. Reviews, analyzes, and provides recommendations relative to current and future MTOE and/or force structure changes to determine the impact on organizational equipment authorizations. Keeps abreast and ensures the implementation of new policy statements, regulations and directives issued by higher headquarters concerning logistics and property accountability activities. Provides guidance and assistance to ensure command programs have been implemented and evaluates their effectiveness in subordinate elements. Plans for the establishment and operation of the Administrative and Logistics Operations Center (ALOC). Develops and implements tactical standard operating procedures for logistics. Plans, develops, and maintains actions/procedures for the immediate and subordinate organizations in preparation for the transfer of all or part of accountable property for deployment. Maintains property book accountability utilizing an automated system and related computer programs to account for property. Establishes hand receipt files for each unit, whether separate or organic to the organization, and maintains accountability by the use of hand receipt listings. Assures that all authorized non-expendable property is on hand or has been requisitioned to assist in maintaining the highest level of readiness for the organization. Accounts for funds used to requisition non-expendable property. Coordinates the assignment and transfer of equipment assets to enhance mobilization readiness. Determines shortages of authorized non-expendable equipment and directs authorized substitutes in accordance with appropriate regulations and directives. Incumbent is responsible for the formal accounting of ammunition for the purpose of force protection or ceremonial activities. Ensures compliance with the command supply discipline program, command maintenance discipline program, and other directed command inspection programs. Assists in the preparation for and executes additional command level inspections in the area of logistics and maintenance. Schedules and directs the conduct of periodic inspections, inventories and change of hand receipt accounts to assure supplies are serviceable, properly stored, maintained and accounted for as required by competent authority. Advises the commander of equipment on hand and equipment readiness issues. Directs the priority of maintenance support to unit equipment. Makes decisions based on the commander's guidance and intent in the area of property assignments. Provides written procedures and coordinates change of command inventories. Reviews inventories, reports of survey, and adjustment documents for accuracy and regulatory compliance. Directs, reviews, and makes recommendations on investigations of incidents involving property loss or damage. Coordinates with the state level headquarters and subordinate units of the organization on the lateral transfer and/or turn in of excess property. This includes analyzing the proposed transfer/turn in actions and its impact on readiness. Coordinates and conducts annual supply reconciliations with the state level headquarters for all elements of the organization. Reviews expendable and durable property backorder reconciliations. Conducts a quarterly backorder reconciliation of non-expendable property. Establishes quality procedures and oversees the edit of all property management source documentation. Ensures documents are accurate and properly input into the automated system. Establishes administrative procedures and oversees the flow of documents and reports through the Property Book Office to assure complete, accurate, and timely submission of data. Reviews and analyzes listings and reports produced by the automated system, resolves problems on error listings, and provides guidance to personnel assigned to the Property Book Section and subordinate organizations. Performs continuing analysis of the property accounting and equipment status reporting system to assure data provided is complete, accurate and timely. Provides guidance and funds management for all decentralized logistics funds. These may include secondary stock funds, office supply accounts, transportation funding, and various classes of supply. May serve as the approving official for government purchase card expenditures. May be required to represent the National Guard and the unit Commander in the community. Provides

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logistical support for community activities such as parades, celebrations, military funerals, etc. Coordinates with civic officials, club officers and school officials for such things as recruiting activities, communities support projects, natural disaster or civil disturbance planning, use of facilities for training for such things as recruiting and security of those facilities. Provides technical guidance and assistance to all organizational logistic personnel pertaining to the accountability of all property assigned to the organization. Plans, organizes and assigns work to employees engaged in logistics and property management at the command level. Revises assignments or details employees to other duties as necessary to meet changing work situations, deadlines, or priorities. Prepares requests for filling vacancies to meet workload requirements. Participates in the selection of subordinates from lists of eligibles. Establishes performance standards and evaluates employee performance. Prepares formal requests and recommendations for promotions, reassignments, etc. Recommends recognition for outstanding performance. Provides initial approval/disapproval of leave. Receives and resolves or participates in the resolution of grievances, or forwards to higher-level management for resolution. Acts to resolve disciplinary problems, or forwards to higher level management for resolution. Formulates plans for equal treatment of all employees. Assures position descriptions are accurate. Informs employees of all aspects of personnel programs of the installation, either answering routine questions or obtaining information from a specialist when more technical answers are required. Performs other duties as assigned.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

ADDITIONAL INSTRUCTIONS: 1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories; Male or Female; American Indian or Alaskan native; Asian or pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 2. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. 3. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment.

INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974

DISTRIBUTION:

A, B, C-2, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, J4-4, J3-3, J1-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1